



A S S U R A N C E S
A N D R É E B E R N I E R
& F I L L E S I N C.

INCIDENT REPORT

REPLACING THE LETTER PREVIOUSLY ISSUED

The insurer advises you to report all incidents that may occur at the day care service. I am enclosing a new incident report which you should fill in, sign and return to me. Do not forget to identify yourself. For the Home Child Care Provider, please mention the name of the Coordinating Office / Regroupement you belong to.

You should not wait to receive a formal notice before informing us. You should do it as soon as practicable after the incident, because if the time period between the date of the incident and the legal proceedings is too long, the insurer may refuse to defend you if such delay causes him prejudice. **major incident: Report immediately to our office**

Examples: fractures, concussions, food poisoning, reactions to medication, transportation by ambulance, etc.

Please complete the report attached and transmit it by fax to the following number : 418-626-5676.

For minor incident: send the reports to us once a month or keep them for 3 years and 2 months.

Examples: scratches, sprains, cuts, cut lips, small bites, etc.

All other claims must be reported by phone as soon as possible.

Do not hesitate to contact me if you have any other questions. I will be pleased to advise and help you.

ASSURANCES ANDRÉE BERNIER ET FILLES INC.

Andrée Bernier, CIB, CIP
Damage Insurance Broker

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